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To enrich lives through effective and caring service.



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December 7, 2006

Agenda Date: December 19, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR APPROVAL OF A COUNTYWIDE ENERGY
AND ENVIRONMENTAL POLICY
(ALL DISTRICTS – 3 VOTES)**

**JOINT RECOMMENDATION WITH CHIEF ADMINISTRATIVE OFFICE,
DEPARTMENT OF PUBLIC WORKS AND REGIONAL PLANNING DEPARTMENT
THAT YOUR BOARD:**

1. Approve the proposed Countywide Energy and Environmental Policy (Attachment) which provides guidelines for development and enhancement of energy conservation and environmental programs within County departments.
2. Instruct the Director, Internal Services Department or his designee to establish and chair a Los Angeles County Energy and Environmental Team which shall:
 - Develop recommendations for implementing and monitoring energy and environmental initiatives for approval by your Board.
 - Implement and monitor Board-approved target reductions in energy usage Countywide.
 - Provide regular reports to your Board on the status of County energy and environmental programs.

- Provide information to the public and other entities on energy and environmental programs.
3. On behalf of the County, instruct the Internal Services Department to join the California Climate Action Registry to assist the County in establishing goals for reduction of greenhouse gases.
 4. Approve the Sustainable Design Program for County capital improvement and refurbishment projects and direct the Chief Administrative Office and Department of Public Works to implement the Program, including the establishment of a Green Building Component and Sustainable Design Component, as described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will establish a Board policy regarding energy and environmental programs, provide for the integration of sustainable, "green building" features and technologies into the designs of County capital projects, and increase the visibility of your Board's efforts to conserve natural resources and protect our environment.

Background

On August 8, 2006, your Board directed the Internal Services Department (ISD), Chief Administrative Office (CAO), Department of Public Works (DPW), and Regional Planning Department to develop recommendations for a comprehensive County energy policy. The recommended policy was to include:

- Criteria for the implementation of new and cost-effective energy efficiency technologies.
- Adoption of environmentally sustainable standards related to renewable resources.
- Expanding industry awareness and fostering greater participation in energy assistance programs.
- Development of "green building" strategies for the construction of new County buildings and the operations and maintenance of existing County facilities.

Your Board further directed that the report on the recommended policy integrate other County policies related to the use of natural resources and identify short and long-term objectives, appropriate County resources to implement the policy, and long-term funding mechanisms.

Proposed Energy and Environmental Policy

The proposed Energy and Environmental Policy provides a structure for the development and implementation of energy efficiency and environmental initiatives under four broad program categories.

- ***Energy and Water Efficiency Program:*** This program seeks to further reduce County facilities' energy and water consumption through the establishment of specific reduction targets and a formal reporting process to measure the County's progress towards these targets. The proposed policy establishes a goal of reducing energy consumption in County facilities by 20% by the year 2015. Recommended initiatives include the enhancement of employee and organizational education and awareness, implementation of conservation monitoring practices and implementation of energy and water efficiency projects in existing County buildings.
- ***Environmental Stewardship Program:*** The primary initiative associated with this program is to measure and reduce the County's "environmental footprint" including, among other "impacts," determining the amount of air pollutants (e.g., greenhouse gases) produced through direct and indirect County operations. Also, under this program, existing County environmental policies and programs such as environmentally responsible purchasing standards, recycling programs, and the use of environmentally friendly products will be enhanced.
- ***Public Outreach and Education Program:*** This program will utilize the County's communication and outreach channels to share utility industry information, facilitate implementation of subsidy and assistance programs, and spread energy conservation practices throughout the region.

The proposed policy establishes the Energy and Environmental Team to coordinate the development, implementation, and monitoring of the Energy and Water Efficiency, Environmental Stewardship, and Public Outreach and Education Programs. This team will be led by ISD and will provide your Board with semiannual reports on the status of these programs and specific recommendations for new programs and program elements. The Team will also collaborate with local governments and public agencies

to identify and develop opportunities for information and cost sharing of energy conservation and environmental activities throughout the region.

- ***Sustainable Design Program:*** The fourth program envisioned by the Energy and Environmental Policy provides for the integration of sustainable, “green building” technologies into the designs of the County’s capital improvement and refurbishment projects. The program seeks to extend the life cycle or useful life of the County’s buildings, maximize energy and water use efficiency, and provide a healthy work environment.

The CAO and DPW will be responsible for the development, implementation, and management of the Sustainable Design Program. The proposed Program entails the establishment of a Green Building Component and a Sustainable Design Component within the County’s overall Capital Program.

Sustainable Design Program

The Green Building Component of the Sustainable Design Program will be comprised of projects that can feasibly incorporate sustainable design features and are eligible for certification under the U.S. Green Building Council’s (USGBC) Leadership in Energy and Environmental Design (LEED) program. LEED certification is a designation proffered by the USGBC to recognize projects that optimize energy and water use efficiency, enhance the sustainability of the project site, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources. Under the Sustainable Design Program, the County will pursue LEED certification for projects included in this Component.

The Sustainable Design Component will encompass projects that can feasibly incorporate sustainable design features and provide a tangible and positive environmental and/or economic benefit, though not to the degree required for LEED certification. While the County will not pursue LEED certification for projects in this component, it will seek to enhance sustainability at a feasible level.

In order to appropriately categorize the County’s projects with respect to these two components, CAO and DPW will review each project in the County’s Capital Program that is currently in the programming or design phase to determine the feasibility of incorporating sustainable design features. The feasibility assessment will be based upon the ability of such design features to accommodate the project’s objectives and schedule; development and implementation costs, potential environmental and

economic benefits, and the availability of funding. Projects that, due to their nature or project phase, are not capable of accommodating sustainable design features, will not be included in either component.

The County Data Center Project, which is eligible for LEED certification based upon its innovative design, is the first project to be recommended for the Green Building Component. The Data Center Project and the initiation of the LEED certification process are discussed in a separate item on today's agenda.

Recommendations for the inclusion of other projects into the Green Building and Sustainable Design Components will be developed by the CAO and DPW and presented to your Board concurrent with the CAO's Proposed 2007-08 Budget recommendations. At that time, the CAO and DPW will also present performance standards and protocols, which will be developed in collaboration with the USGBC, to verify LEED certification and otherwise measure and monitor the levels of sustainability actually achieved on each project.

Policy Manual

The Board of Supervisors Policy Manual Number 1.020 (Adding, Amending or Deleting a Board Policy) requires that, in the case of a new policy, the department requesting the policy submit a Board letter and the proposed statement to the Board for approval. Upon approval, the Countywide Energy and Environmental Policy will subsequently be uploaded to the County's intranet website.

Implementation of Strategic Goals

This action supports the County's Strategic Plan goals for Service Excellence, Organizational Effectiveness, and Fiscal Responsibility.

FISCAL IMPACT/FINANCING

It is currently estimated that sufficient resources exist within departmental budgets and staffing levels to initiate implementation of the proposed policy and programs. The costs of fully implementing the proposed Policy and Programs and the ability of existing departmental or project budgets to absorb them are not yet fully known. In the current fiscal year, \$5.0 million in one-time funding has been appropriated to implement specific energy efficiency projects. ISD also anticipates that one additional staff position may be

necessary to support the Energy and Environmental Team. Appropriate staffing and funding levels for 2007-08, however, have yet to be determined.

The CAO will work with ISD and DPW to quantify the potential program and project cost impacts in 2007-08 and determine appropriate staffing and funding levels that can be accommodated within available resources and will present recommendations to your Board as part of the Proposed 2007-08 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 8, 2006, your Board directed ISD to convene and chair a task force that included the CAO, DPW, Regional Planning and other key departments to develop recommendations for a comprehensive County energy policy. In response, ISD has conducted four meetings of the Energy Policy Task Force. Representatives from the following departments participated: Public Works, Chief Administrative Office, Public Library, Sheriff, Community and Senior Services, Parks and Recreation, Health Services, Regional Planning, County Counsel and Community Development Commission.

Additionally, representatives from Southern California Edison, Southern California Gas Company, Los Angeles Department of Water and Power, and the City of Los Angeles' Public Works Department participated in the meetings.

ENVIRONMENTAL DOCUMENTATION

The proposed actions are not subject to the California Environmental Quality Act (CEQA) in that the actions do not meet the definition of a project according to Section 15378 (b) (2).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Countywide Energy and Environmental Policy will enhance the implementation of current County energy and environmental programs and will encourage the implementation of new energy and environmental initiatives.

The Honorable Board of Supervisors

December 7, 2006

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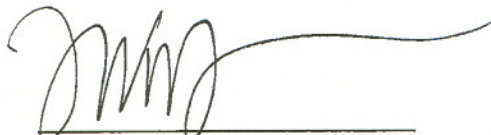
CONCLUSION

Your Board's approval of the recommended action will result in the establishment of a Countywide Energy and Environmental Policy and establishment of the Los Angeles County Energy and Environmental Team.

Respectfully submitted,


David E. Janssen
Chief Administrative Officer


for Dave Lambertson, Director
Internal Services Department


for Donald L. Wolfe, Director
Department of Public Works


Bruce McClendon, Director
Regional Planning Department

DEJ:DLW:DL:BM:HWC:z

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Affected Department (s)



Los Angeles County **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
0.000	Energy and Environmental Policy	00/00/00

PURPOSE

Provides guidelines for the development and enhancement of an energy conservation and environmental program for County departments. Establishes a multi-departmental Energy and Environmental Team to develop program goals and objectives and to monitor and provide periodic reports to the Board of Supervisors on the status of the County Energy and Environmental Program.

REFERENCE

Board of Supervisor's Motion dated August 8, 2006.

POLICY

It is the policy of the Board of Supervisors that all County departments implement the County Energy and Environmental Programs for energy conservation and environmental stewardship. The County Energy and Environmental Policy consists of the following elements:

- Energy and Water Efficiency Program
 - Environmental Stewardship Program
 - Public Outreach and Education Program
 - Sustainable Design Program
- The County will establish and maintain an Energy and Environmental Team to coordinate the efforts of various departments, develop ongoing program goals and objectives and to provide periodic reports to the Board of Supervisors on the status of County energy and environmental programs.

- The County will establish a program to integrate sustainable technologies into its Capital Project Program.
- The County will establish a goal of reducing energy consumption in County facilities by 20% by the year 2015.
- The County will join the California Climate Action Registry to assist the County in establishing goals for reduction of the greenhouse gases, developing measurement processes, and report results through the Energy and Environmental Team to the Board of Supervisors.

All of the above areas are discussed in more detail in the addendum to this policy.

RESPONSIBLE DEPARTMENTS

The Internal Services Department shall coordinate the implementation of the Energy and Environmental Policy with respect to the Energy and Water Efficiency/Building Operations, Environmental Stewardship, and Public Outreach and Education Programs. The Internal Services Department shall chair the Energy and Environmental Team and will coordinate implementation of the aforementioned programs with the Chief Administrative Office, Department of Public Works, and Department of Regional Planning.

The Chief Administrative Office and Department of Public Works shall direct the implementation of the Sustainable Design Program.

DATE ISSUED/SUNSET DATE

Issue Date: December 19, 2006

Sunset Date: December 19, 2010

ADDENDUM

THE COUNTY ENERGY AND ENVIRONMENTAL POLICY PROGRAM AREAS

The following is a brief description of the County's Energy and Environmental Policy's Program Areas:

Energy and Water Efficiency

This program area focuses on reducing the County's consumption of energy (electricity and natural gas) and water to achieve the goal of reducing energy consumption in County facilities by 20% by the year 2015. This goal is consistent with the Governor's Green Building Executive Order (S-20-04) and the State Energy Action Plan, which establishes a similar goal for state facilities.

County departments shall reduce energy and water consumption through initiatives that include:

➤ **Implementing and monitoring energy and water conservation practices**

The Internal Services Department (ISD), the Department of Public Works (DPW) and the Chief Administrative Office (CAO) shall help County departments conserve electricity, natural gas and water through conservation efforts. These programs focus on reducing energy consumption during expensive, "peak-usage" periods. They include such items as setting thermostats (heating and cooling) at more appropriate levels, turning off unused lighting and other measures, watering at ideal times of the day and other changes in behavior and programs.

➤ **Implementing energy and water efficiency projects**

ISD and the CAO shall assist County departments conserve electricity and natural gas by optimizing building systems (also referred to as "retro-commissioning") and implementing energy efficiency projects. Retro-commissioning essentially means returning buildings to their peak energy performance through the repair and tune-up of energy systems, such as cooling, heating and ventilation.

In the area of water, the DPW Recycled Water Task Force will make policy recommendations to the Board which, if adopted, shall assist departments meet water conservation objectives by increasing the use of recycled water for irrigation and other uses at County facilities. ISD and other County building maintenance service providers shall assist departments by implementing water conservation measures such as installation of low-flow water devices, drought tolerant landscaping, leak detection, improved water metering, and conservation-based water rates.

- Enhancing employee energy and water conservation awareness through education and promotions.

The County will embark on additional energy conservation and awareness programs, such as the Quality and Productivity Commission's "How's Your Energy" program. This program will be re-implemented and marketed on an expanded basis and will be monitored to ensure conservation measures remain an integral part of all County operations.

Environmental Stewardship

The County shall measure and reduce its "environmental footprint." An organization's environmental footprint is determined by the quantifiable impact of operations in terms of resource consumption, waste generation, and generation of pollutants. In particular, many organizations are now measuring and establishing goals to reduce the amount of air pollutants (e.g., greenhouse gases) produced through the direct and indirect operations.

This program area of the Energy and Environmental Policy shall prepare the County for adherence to potential greenhouse gas reduction legislation requirements and participation in future emission reduction credit markets. Towards this end, the County shall join the California Climate Action Registry (Registry), a non-profit public/private partnership that serves as a voluntary greenhouse gas registry to protect, encourage, and promote early actions to reduce greenhouse gas emissions. ISD shall work with the Registry to assist the County in developing measurement and reporting protocols and establishing goals for reduction of greenhouse gases. This reporting will be sent to the Registry and to the Board of Supervisors as part of regular updates by the Energy and Environmental Team (Team). This type of emissions monitoring and reporting may be required by the state as part of the implementation of the Greenhouse Gas Reduction Act (AB 32) which became California law this year.

The Environmental Stewardship Program will maximize the potential to "green" basic County operations. This program includes such areas as:

- Environmentally Responsible Purchasing Standards. The Team will investigate requirements and preferences for environmentally friendly packaging, greater emphasis on recycled products, minimum energy efficiency standards (e.g., "Energy Star"), for appliances, etc.
- Recycling Programs. Although the County, through DPW, has placed a great deal of emphasis on recycling and landfill volume reduction for County constituents; there needs to be more emphasis on recycling and waste reduction within County buildings. As an example, all County buildings should have recycling bins in visible areas for the segregation of paper, plastic, glass and other recyclables from normal waste.

areas for the segregation of paper, plastic, glass and other recyclables from normal waste.

- **Environmentally Friendly Products.** The Team will investigate practices such as requiring the use of environmentally friendly cleaners and solvents (i.e., as opposed to chemicals) in the County's custodial operations.
- **Existing County Operations.** To support environmental initiatives, the Team will investigate the utilization of existing resources. As an example of this, ISD will be exploring the feasibility of using its messenger operations as the primary pick-up for batteries and ink cartridges.

The above items will complement the initiatives that the Board has already implemented in this area including the HHW/E-Waste Management Programs (Household Hazardous Waste/Electronic-Waste), Clean Fuels Program, Flexible Fuel Vehicles initiative, and the Off-Peak Delivery of supplies and commodities policy.

Public Outreach and Education

The Public Outreach and Education Program shall utilize County communication and outreach channels to share utility industry information, facilitate implementation of assistance programs, and spread information and education on energy conservation practices through the region. The Team, in coordination with the region's utility companies, shall implement a program which provides County residents with energy related information to include:

- Energy and Water Conservation practices,
- Utility rates and rate changes,
- Rotating power outage information,
- Emergency power outage information,
- Energy efficiency incentives.

The Team shall seek collaborations with local governments, public agencies and County affiliates to strengthen regional, centralized energy and environmental management resources and identify and develop opportunities for information and cost sharing in energy management and environmental activities.

Sustainable Design

The purpose of the County's Sustainable Design Program is to optimize the performance and extend the useful life of the County's buildings through the integration of sustainable, "green" features into the design of the County's capital improvement and refurbishment projects. Toward this end, the program seeks to:

- Enhance building sustainability through the integration of green, sustainable principles into the planning, design, and construction of County capital projects which:
 - Complement the functional objectives of the project;
 - Extend the life cycle/useful life of buildings and sites;
 - Optimize energy and water use efficiency;
 - Improve indoor environmental quality and provide healthy work environments;
 - Reduce ongoing building maintenance requirements; and
 - Encourage use and reuse of environmentally friendly materials and resources.
- Establish a management approach that instills and reinforces the integration of sustainable design principles into the core competency skill set of the County's planners, architects, engineers, and project managers.
- Establish practical performance measures to determine the level of sustainability achieved relative to the objectives targeted for the individual project and overall capital program.

The feasibility of incorporating sustainable design features will be determined for each County capital improvement and refurbishment project, based upon the following criteria:

- Consistency with project objectives
- Design innovation
- Potential environmental benefit
- Development and implementation costs
- Potential economic benefit/cost avoidance
- Available funding

Feasibility assessments will be conducted by a Sustainable Design Evaluation Team comprised of professionals from the DPW that are certified under the Leadership in Energy and Environmental Design (LEED) Program and staff from the CAO. Projects will be categorized as follows:

- Capital improvement and refurbishment projects that can feasibly incorporate sustainable design features to a certain degree.
- Capital improvement and refurbishment projects that are eligible for certification under the LEED Program.
- Capital improvement and refurbishment projects that cannot feasibly accommodate sustainable design features.

Recommendations regarding the categorization of each project and the nature and level of sustainability to be achieved will be developed by the CAO and DPW for approval by the Board of Supervisors.

The integration of green, sustainable features and technologies into project designs will be directed by DPW. DPW will also develop appropriate language for County Requests for Qualifications and Requests for Proposals to ensure that contracted consultants are qualified to support the objectives of the Sustainable Design Program. The CAO will be responsible for monitoring the financial and budgetary impacts of the Sustainable Design Program and managing available funding sources.

Measurement of the Sustainable Design Program's performance will be jointly managed by the CAO and DPW with standards based on those currently utilized by the U.S. Green Building Council (USGBC) for the LEED program. Toward this end, the CAO and DPW will develop, with the assistance of the USGBC:

- Methods and procedures to measure the level of sustainability achieved for individual projects as well as the overall Sustainable Design Program.
- An independent building commissioning program for projects that have been determined to be eligible for LEED certification, to verify that sustainability goals have been achieved.

The CAO and DPW will prepare the performance measurement procedures and commissioning program for implementation on July 1, 2007. Final performance levels will be reported to the Board of Supervisors by the CAO and DPW within 90 days following the first full year of building operation after completion of the project and the CAO will provide annual report to the Board on the level of performance levels that were achieved in the respective fiscal year.

The Energy and Environmental Team shall provide support to the Sustainable Design Program on an as-needed basis and at the direction of the CAO and/or DPW..

THE ENERGY AND ENVIRONMENTAL TEAM

Different aspects of the County's energy and environmental policy programs are housed in various County departments. There is no single agency responsible for all aspects of these programs. Towards this end, a multi-departmental Energy and Environmental Team will be established to further develop existing energy and environmental policy goals and objectives and to monitor the policy's programs. The Team shall be chaired by the ISD and shall include representatives from the CAO, DPW, Regional Planning Department and other key County departments.

The Team shall also work with all County departments, other public agencies, and industry organizations to recommend to the Board new energy and environmental

programs to be included under this policy. With the Board's approval, the Team shall develop new program initiatives, goals and objectives.

The Team shall provide semiannual reports to the Board of Supervisors on the status of all County energy and environmental programs and, periodically, provide information to the public and other entities on program accomplishments.